



Q1. Tick (✓) in front of the correct statement and (x) in front of the wrong one.

- 1-Digital citizenship means using the internet irresponsibly. ()
- 2-The internet can be a tool for spreading awareness. ()
- 3- A good website is characterized by being organized, easy to use, and its design is attractive. ()
- 4- The information should be verified before use. ()
- 5- Good design makes the website easier to use. ()
- 6- The Library of Alexandria website is a reliable source. ()
- 7.Information websites are used for entertainment purposes only. ()
- 8- Anyone can create a simple website by himself. ()
- 9-Commercial services are intended for awareness-raising purposes. ()
- 10- Personal information must be known during the purchase process **on any website**. ()
- 11-Online advertisements are always true. ()
- 12- Safe shopping means being wary of unreliable websites. ()
- 13-Online shopping can be risky if we don't practice safe shopping. ()
- 14- Educational websites are non-commercial. ()
- 15- Groups cannot be created within the browser. ()
- 16- You can use a Microsoft Edge browser on the Windows operating system. ()
- 17- A web browser is a program or application that helps you browse in websites.
- 18- Features of the Microsoft Edge browser are security and privacy. ()
- 19-New pages can be added to a group in Microsoft Edge Google Chrome. ()
- 20-Example of web browsers is Google Chrome()
- 21-Educational websites and digital libraries are reliable sources. ()
- 22-Any website can be trusted without verification. ()
- 23-A good source mention the writer of content ()
- 24- Comparing sources helps ensure accuracy. ()
- 25-The source mentioned in your project is one form of respecting the rights of others
- 26-The publication date should be ignored. ()
- 27- Asynchronous communication means communication at different times. ()
- 28- It is important to care about online communication ethics. ()
- 29-Synchronous communication means communicating at different times. ()
- 30-One of the etiquettes of communication is using polite words. ()



- 31-Good communication helps build good relationships with our colleagues. ()
- 32-Email is an example of synchronous communication. ()
- 33.Good communication facilitates cooperation. ()
34. Many messages must be sent to annoy others. ()
- 35.One of the etiquettes of communication is to avoid using offensive language. ()
36. We choose the appropriate means of communication depending on the situation. ()
- 37.When rapid communication or direct teamwork is needed, we use synchronous communication. ()
38. Synchronous communication is more important than asynchronous communication. ()
39. Files can be recovered from the Recycle Bin if they have not been permanently deleted. ()
- 40.program Recuva one of the free programs for recovering deleted files. ()
41. To restore the file from the Recycle Bin, right-click on the file and select restore. ()
- 42.It is recommended to install the recovery software on the same disk from which the files were deleted. ()
- 43.Good communication helps build good relationships with our colleagues. ()
- 44.Deep scan option helps find deleted file a long time ago. ()
45. The data must be verified before being displayed. ()
46. Excel cannot be used to display the data. ()
- 47.Data can be collected from more than one source. ()
48. We use colors and headings to display the data to be attractive and easy to understand. ()
49. Organization helps in understanding the data. ()
50. If the data is incorrect, the results are correct. ()
51. A good presentation needs to be well-organized. ()
52. Images and videos cannot be used in presentations. ()
- 53.Shorter slides are better for presentations. ()
54. PowerPoint is one of the presentation programs. ()
- 55.Attractive colors and titles do not aid understanding. ()
56. One of the presentation programs is Excel. ()



Q2. Choose the Correct Answer:

1-Digital citizenship is defined as...

A- Using games only

B-Use technology carefully and respectfully

C- disable the internet

d- don't share information

2-It is one of the duties of social responsibility.....

A- Not spreading rumors

B-Using the internet to spread goodness and knowledge

C- Non-cooperation

D- A and B together

3-Some common online misconceptions are.....

A- Mocking others

B-Disrespect for rules

C- Posting photos without permission

D- All of the above

4-Organizations help the community through

A-publishing awareness campaigns

B-hiding information.

c) Blocking useful websites

d- Reducing participation

5-One of the values of digital citizenship is.....

A- Mocking others

B- Laziness and negligence

C- Respect and responsibility

D- Spreading rumors

6-Good online behavior is

A- Respecting others

B-Mocking others

C- Ignoring the rules

D-posting people's photos without their permission

7- A website can be created using.....

A-WordPress.

B-Excel.

C-PowerPoint.

D-Word.

8-It must be ensured that the site.....

A-Reliable and secure.

B-No content.

C-Unknown.

D-Difficult to use.

9-Examples of commercial websites.....

A-Amazon.

B-Wikipedia.

C-Knowledge Bank.

D-YouTube.

10-Safe shopping means.....

A-Use trusted websites.

B-Providing data to any website.

C-Opening strange links.

D-Account posting.

11-To add the current page to a new group in Microsoft Edge We choose.....

A-Add current page.

B -close window.

C-delete history.

D-new tap only.

12-Examples of web browsers.....

A-Excel.

B- Paint.



C-PowerPoint.

D-Google Chrome.

13- A good source should contain.....

A-The author's name.

B-numbers.

C- Just a lot of pictures.

D-advertisements.

14-Methods of verifying information... ..

A-Comparing more than one site.

B- Read only one title.

C-Ignore the sources.

D-Copying texts without reviewing them.

15- Good communication leads to.....

a-Better cooperation.

b-misunderstanding.

c- Connection interruption.

d-Constant problems.

16-Examples of synchronous communication.....

a-Email.

b- A phone call.

c-Postponed messages.

d-Paper notes.

17-Etiquette of communication.....

a-Mocking them.

b-Respect for others.

c- Sending offensive messages.

d-Ignore the replies.

18-Examples of asynchronous communication.....

a-Email.

b-A phone call.

c-Postponed messages.

d-Paper notes.

19-The first step to recovering a deleted file from your computer.....

a- Install file recovery software.

b-Internet search.

c- Open the recycle bin and restore the file.

d-Restart the computer

20-When installing the recovery program, it is recommended to install it on.....

a-The same disk from which the files were lost.

b- Different or external disk.

c- Mobile phone.

d-The trash can.

21-The data is.....

a-primary information.

b-Final results.

c-Random numbers.

d-Pictures only.

22-A good presentation makes the information.....

a-Correct and accurate.

b-Boring.

c-Mysterious.

d-Untidy.

23- The slides must be.....

a- Short and clear.

b- Crowded with words.

c- Without order.

d- It's full of numbers.

24- A good presentation should contain.....

a- Images and colors.

b- Long pages.

c- Many texts.

d- Small lines.